

The
**NATIONAL
SECRETARY**

APRIL, 1937



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Greetings

From S. M. STOUFFER
Superintendent of Schools, Wilmington, Delaware

I THINK it is a splendid idea to have a National Association of School Secretaries for the exchange of ideas and for the stimulation that such an organization provides. The importance of her services to the schools of the community can scarcely be over-estimated. There are few positions in which the work is more exacting, requires higher standards of accuracy and efficiency and demands more tact and good judgment than that of the school secretary. She is one of the chief liaison officers between the school superintendent and the teachers on the one hand and the public on the other. As such, she must handle many delicate situations that arise in the ordinary course of a school day. I am, therefore, happy to know that you have organized an Association in order to promote still higher standards and more efficient service to the schools and to the communities which you serve.

The President's Message

I WILL turn back the pages of history and share with you the experiences encountered on my trip South.

On February 12 I left Philadelphia. My train was over two hours late reaching Washington due to a wreck on an earlier train. The following day Grace Robinson, President of the Washington Association, drove a car full to Richmond for a luncheon meeting. For nearly two years Miss Carroll had been trying to interest Richmond in our Association so this meeting was quite an achievement. We found a most cordial group of interested folks eager to learn what we had to tell them and then stimulated sufficiently at the close of our meeting to want to form a state association. Several weeks later I learned that the Superintendent who shared the meeting with us of his own accord had advocated changing their name from clerk to secretary. So you see our efforts were not in vain.

The following Monday, after having completed some arrangements for our Washington Convention, I left for St. Louis. When I went to the station I learned the train was delayed due to a wreck. I must confess that that was not a comfortable feeling—two wrecks in succession. So far they had preceded me, but I was worried for fear they would catch up with me. In St. Louis I contacted several secretaries by phone, but was disappointed in not being able to establish a personal contact. Their main office seemed to be in a flutter getting their Superintendent off to New Orleans.

My train went through the flood area and the horror and disaster portrayed by whole towns being completely washed out, houses upturned, trees uprooted, furniture floating in the water or caught in the trees, filled one with the realization of the suffering, anguish and utter hopelessness of the residents of this country.

On Wednesday afternoon I reached San Antonio, getting off the train with Secretary Ickes and having a newspaper

photographer there to take both our pictures (individually, of course—I could not help but feel it was reflected glory). It was funny little experiences like that and many others which I wish I had time to recount that made my trip so interesting. Quite by accident on that same ride I had two meals with the wife of a United States Senator, dinner with the mayor of one of our large cities and then got off the train with the Secretary of the Interior, so you see I kept up with my politics.

In San Antonio I was met by Mrs. Burnett, Chairman of Section III, and Miss Knoff, a member of the Executive Committee. That evening they had a lovely dinner meeting with members from San Antonio and within a radius of 100 miles in attendance. The food as well as the talent was Mexican. Here again was displayed a fine spirit of loyalty—a desire to help further the cause of our Association by enthusiastic service. Their local association, by means of a card party and chancing off a table cloth, cleared enough to send nine delegates to New Orleans. The next day I met all the administrative staff and was entertained for lunch at their beautiful new high school. I have many happy memories of my short stay in San Antonio for even the smallest detail for my pleasure and comfort had been arranged.

That evening we left for New Orleans, driving all night through rain and fog and reaching New Orleans about noon the next day. The ride that morning when the sun broke through was perfectly gorgeous. It was through the Southern plantation country of Louisiana where the azaleas were blooming in all their glory, just miles of magnificent bushes of all the flaming colors from pale pink to deep, deep crimson.

The New Orleans Convention was one of the best planned conventions I have ever attended. The jovial, friendly spirit of the Superintendent was reflected by his whole corps, consequently the spirit

of hospitality reigned supreme. Every detail was planned for the convenience and enjoyment of the guests. Space will not permit me to go into details. Elsewhere in the bulletin you will find an account of this meeting.

On my return trip I stopped in Chattanooga and met the secretaries of that section of Tennessee at a delightful luncheon. Here Mrs. Ann Boss, president of the local association, and who has since been elected president of the state association, assembled the President of the Board of Education, the junior and senior members of the Chamber of Commerce, the President of the Teachers' Association, the head of the business colleges, two members of the Legislature, and a judge, in addition to the superintendent's staff, the head of the elemen-

tary schools and the principal of the high school. This was a well planned meeting and Mrs. Boss deserves commendation for her vision in having such a representative attendance.

The snow was so blinding I had to use my imagination from the top of Lookout Mountain. That evening I left for home feeling our Southern Sectional Meetings would be the stimulus for a larger and better Association of School Secretaries.

We want you all to share our annual meeting in Detroit. Plan now to be with us. If you cannot attend yourself send a representative from your district. Follow the example of San Antonio and raise money for your delegates.

LOUISE H. HENDERSON,
President.

LOUISE HENDERSON



LOUISE HENDERSON
Philadelphia, Pennsylvania
National President

"Find me more worlds to conquer!"

Appointed Chairman at the organization meeting in Washington, 1934. Elected President, July 1935, for one year. Reelected in July 1936 for two years. Her vision and guidance have won for the school secretaries, recognition from

the educational world. Her manner with officials and secretaries throughout the nation has established a confidence in her ability and a desire on their part to further the cause of the National Association. President, Philadelphia School Secretaries Association 1928-32. Delegate, Philadelphia Public School Council 1927-29; 1931-34. Recording Secretary 1927, Corresponding Secretary during the remaining years. Member, N.E.A. 1933-37. Member, Legislative Committee, Philadelphia Teachers Association 1936-37. Member, Reorganization Committee, Philadelphia Teachers Association 1936-37. Member, United Committee working for the Restoration of Salaries 1935-36. Member, United Campaign Committee, and Chairman of that committee in 1933. Active worker for the inclusion of the school secretaries in the Tenure Bill signed by the Governor in April, 1937. Completed in 1928 a study of the Clerical Service in the City School Systems which was printed in the 8th Year Book of the Principals' Division of the N.E.A. Employed as secretary, Cassidy Elementary School.

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Southern Sectional Meeting

THE Southern Sectional Meeting which was held in New Orleans February 20-22, at the time of the Department of Superintendence meeting, was most successful, with a large attendance.

The officers and chairmen of the New Orleans Association entertained at a luncheon on Saturday in one of the quaint little inns in the French quarter, known as the Marigold. The food lived up to its Southern reputation. Here was had a chance to get acquainted and to exchange ideas and suggestions. Sunday, the local association attended to registration of delegates and then conducted a tour through the historic French quarter. The atmosphere, the mode of life and the carnival spirit of the people of New Orleans is quite different from the more practical way of living. That afternoon, about 80 went for a boat ride on the Mississippi. Buses met the group at the boat and took it to a supper where the New Orleans Association entertained the delegates.

The following day was the luncheon meeting at the Patio Royale. About 110 persons, representing California, Texas, Tennessee, Florida, Alabama, Mississippi, Oklahoma, Pennsylvania and Louisiana, were present. There were also several superintendents and members of boards of education. Mr. Danzinger, Executive Counsel to the Mayor, made the welcoming address; Mr. Sonntag, Assistant Superintendent of Schools, extended greetings, and Mr. Portswood, Assistant Superintendent of Schools of San Antonio, introduced Mr. Cameron Beck, Director of the New York Stock Exchange Institute, who gave one of his very helpful talks which was deeply appreciated and enjoyed by all in attendance.

The Round Table Discussion took place in the Supreme Court room. The thrill of reigning over the Court had not been anticipated but that is actually what happened. Miss Adele Kansas, President of the New Orleans Secretaries Association, presented a paper on "A

Plan for Organizing a Local Association"; Miss Gladys Hendrix, Texas State Chairman, talked on "How to Establish the National Association in Communities Where We Have No Members"; "How to Have States Represented at Our Annual Meetings" was discussed by the Secretary in the Louisiana State Department of Education, and Mr. Travers, Associate Superintendent of Schools, Los Angeles, explained "Civil Service for School Secretaries and Clerks."

Special mention should go to Mrs. Mina Burnett, not only for the enthusiastic, capable way in which she arranged for this Southern Sectional Meeting, but for the charming manner in which she presided over the meeting. Miss Adele Kansas is a splendid organizer and she and her committees deserve great credit for handling the local arrangements and building the membership in Louisiana.

The New Orleans meeting not only afforded us the opportunity to meet the secretaries, but to contact the superintendents and interest them in our Association. There were between ten and eleven thousand superintendents present. Naturally, it was not possible to contact all of them, but a real effort was made to see as many as possible, especially those in "key" positions. Our Association deeply appreciates the recognition afforded us by the Department of Superintendence in Philadelphia who granted leave of absence without loss of salary to the President in order that she might attend these meetings.

LOUISE HENDERSON.

Have you noticed that we now have membership in forty-seven of the forty-eight states? This is quite an advance since membership was reported on in the last issue. Naturally our aim should be for 100 per cent state membership and this should not be hard to accomplish now. Haven't we a right to be justly proud of such an accomplishment in two years' time?

EDITOR'S CORNER

Once more the editor is apologizing for a late issue which was caused by pressure of official business. Let us hope that it will be welcome, though tardy.

Since this is the last issue which your present editor will turn out—she is leaving the service of the Washington Public Schools—she would like to extend her thanks and appreciation to all those members who have contributed so largely to the endeavor. It has grown considerably since its inception and is well on the way to becoming a most substantial little magazine. It is the one direct contact with every member of the national organization and each member is urged to make it her own. Your offerings are always welcome and I am sure I may say for the new editor that every attempt will be made to use all the material received.

My interest in the organization will continue and I will look forward to keeping up with the news through the medium of the bulletin. I have enjoyed the friendships which I have made through my work and hope that everyone will benefit more and more as the N.A.S.S. grows.

ACKNOWLEDGMENTS

The National Association of School Secretaries wishes to express appreciation to the editors of the following magazines for their cooperation in including articles of interest to the association in publications issued during the year:

Balance Sheet,
School and Society,
School Management,
Office Economist, published by Art Metal Corporation;
Gregg Writer,
Journal of Business Education, and
Mayflower Log, issued by The Mayflower Hotel.

In addition there have been articles in state magazines and the local newspapers of various cities.

April, 1937

HELEN HAYCRAFT



HELEN HAYCRAFT
Washington, D. C.
Editor, National Secretary

"Delightful task! To rear the tender thoughts and produce items for our enjoyment."

Appointed to office in December, 1935. Our magazine is one of the most vital parts of the Association. We are deeply indebted to Mrs. Haycraft for her vision in planning its steady growth. She has given hours of time and energy in preparation of the *National Secretary*. For the first issue she mimeographed and stapled over 600 magazines. First President, Clerical Assistants Association of Washington, D. C. National President of Tau Phi Sorority. Employed as secretary in the administrative offices of the Board of Education.

THE PICTURES

The editor wishes to express appreciation to Mr. E. M. Gove of MacManus, John & Adams, Inc., Fisher Building, Detroit, Michigan, for the contribution made to this and future issues of the *National Secretary*. It is through the efforts of Mr. Gove that we are able to reproduce pictures of our officers and active committee workers. Without this very valuable assistance it would not be possible to print these pictures at this time.

The Eastern States Convention

THE Eastern States Meeting was held in Washington, D. C., on the 13th and 14th of March. Eighty-five members from Delaware, New Jersey, Pennsylvania, Maryland, Virginia and the District of Columbia attended. The headquarters for the regional meeting were at the Hotel Mayflower.

Many of the members came in on Friday night, March 12, and many more early on Saturday morning. Registration was taken in the lobby of the hotel and some part of the Hospitality Committee was on duty at all times.

On Saturday and Sunday mornings the Washington members of the Association offered their cars for sightseeing purposes. The new Supreme Court building was visited, the Library of Congress, the Capitol, and the Folger Shakespearean Library all on Saturday morning. Most of the group met and had lunch in the restaurant of the Supreme Court. At three o'clock the National Association of School Secretaries was received at the White House by the Honorable James Roosevelt, who, in the absence of his father, the President of the United States, made us feel very welcome in the Gold Room. He made a few informal remarks and then insisted upon shaking the hand of each guest.

From five to seven the Washington Association entertained the visitors at an informal tea held at the Admiral Club. Mrs. Henry Grattan Doyle, President of the Board of Education, and Mrs. Frank W. Ballou, wife of the Superintendent of Schools of the District of Columbia, received with Louise Henderson, President of the National Association of School Secretaries.

On Sunday morning the visitors had their choice of sightseeing. Some chose the Franciscan Monastery, some chose Mt. Vernon, and others the Episcopal Cathedral of St. Peter and St. Paul. Also on Sunday morning at 9 o'clock a meet-

ing of the Executive Committee was held, to which all members were invited.

At one o'clock in the main ballroom of the Hotel Mayflower the luncheon meeting was held with about 180 guests present. The tables were arranged in a horseshoe with a spur down the center. The color scheme was yellow. Each guest had a place card made like a jonquil of yellow cellophane, and the tables were decorated with beautiful spring flowers. The first speaker was Sir Willmott Lewis, widely traveled and experienced observer of world events and Washington correspondent of the *London Times*. The second speaker was the Honorable Josh Lee, United States Senator from Oklahoma. Each of these men is a well-known orator and we count ourselves exceedingly fortunate to have had them with us. Our National President, Louise Henderson, gave us an inspiring message. Dr. Ballou and Mrs. Doyle each gave us a few words of welcome. Dr. Given, Secretary of the National Education Association, was introduced to the group by Dr. Ballou. Janet Coon, well known in the theatrical world, gave us some of her delightful whistling selections, and Mrs. Evelina Evans Clinchy and Mr. Ellsworth E. Condron each sang several beautiful solos.

It was felt that the Eastern States Meeting was a distinct success, encouraging as it did good will and fellowship between the secretaries of the states.

The Washington group has been very gratified with the many nice letters that have been received from the girls who spent the week-end here. For even though the weather couldn't have been worse, with rain one day and snow the next, all left us with the feeling that they had enjoyed every minute of their stay.

GRACE E. ROBINSON,
President, Clerical Assistants'
Association.

The National Secretary

As President of the National Association and in behalf of all who attended the Eastern States Convention in Washington, I want to express to Miss Grace Robinson, President of the Clerical Assistants' Association and to all the chairmen and members of her committees, our deep appreciation and gratitude for the very efficient way they handled the local arrangements for this meeting, planned the sightseeing and worked out the details for that beautiful luncheon. Words are not adequate to convey to you the spirit of fellowship that was promoted by the gracious, friendly reception extended us by the Washington secretaries.

LOUISE H. HENDERSON.

May I suggest that 85 school secretaries from Virginia, Maryland, Delaware, Pennsylvania and New Jersey were especially favored the week-end of March 13 and 14 when we were the guests of the Washington secretaries at the May-



MARGARET KERNAN
Salem, N. J.
Chairman, Publicity Committee

*"Tell me where thy strength doth lie,
Where thy power that charms us so?
In thy soul or in thy eye?"*

flower Hotel in Washington. We were not conscious of the miserable weather, because the cooperation the secretaries

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enjoyed with important personages in the fields of education, politics and art was responsible for a program which entirely overshadowed the bad weather, and we shall long remember it as a most unusual week-end. Our only regret is that other secretaries, with us in thought, could not be there in person. We are grateful to Miss Grace Robinson, President of the Washington secretaries, and her many committee workers.

MARGARET V. KERNAN,
National Publicity Chairman.

MARGARET KERNAN

Appointed to office September, 1936. Miss Kernan has the personality and friendly appeal that makes friends for the Association with all who cross her path. She has succeeded in securing splendid publicity in the magazines and newspapers. Membership chairman for New Jersey. Under her leadership New Jersey leads the U. S. in membership. Assistant Advertising Manager. Her services on this committee have been outstanding. Member, Auditing Committee 1935-36. President, Salem City Teachers' Club 1928-29 and secretary in 1929-30. Secretary, Salem City Parent Teachers' Association 1932-33. Executive Committee member, New Jersey Teacher-Assistants to the Principal, 1927-37. Employed as teacher-assistant to the Superintendent of Schools.

OF INTEREST

Miss Estelle Baumgardner, newly-elected chairman of membership for the state of Maryland, was married on May 17 in the Evangelical Lutheran Church, Frederick, to Mr. Donald Eugene Leatherman.

We wish Estelle every future happiness and shall look forward to her continued interest in the association. Anyone who turned in the piece of work she did with such big personal plans on her mind will undoubtedly prove a "large" asset to our group.

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Detroit Convention

THE annual meeting of our Association takes place at the time of the National Education Association Convention in Detroit, June 27-July 2. We hope this will be the largest and best meeting we have had, with every state in the United States represented by at least one delegate. Start now to raise money to supplement your delegate's allowance from the National treasury.

We are hoping to have twenty-five or more persons from the vicinity of Philadelphia travel together in a private coach, luxuriously equipped with individual reclining chairs. If you live in Virginia, Maryland, Wilmington, the District of Columbia, Pennsylvania, New Jersey or New York and desire to join our party communicate with Miss Lena Ellinger, Lea School, Philadelphia. The round trip fare from Philadelphia is \$19.45. The train leaves Philadelphia at 5:40 p.m. Saturday, June 26, and arrives in Detroit at 8:05 Sunday morning. We shall be glad to quote you rates from your city, giving you the time of departure in order to make connections with our train.

If you live in the Southern or Western part of the country consult your railroad agent for rates. There will be very attractive summer fares.

Detroit is a most interesting city situated on the Great Lakes, near enough to Niagara Falls to make that trip possible with a small extra cost. In addition to the opportunity to attend our Convention, share our meetings and participate in our entertainment, you can enjoy an interesting educational vacation filled with some of the most gorgeous scenery the world has to offer.

Now a word about the Convention. We have selected the Statler Hotel for our headquarters. Register immediately upon arrival in Room 1415 and get a program of our Detroit events.

Our tentative program is as follows:

Sunday—Vesper Services.

Monday—Tea at the Women's City Club—given by the Detroit Association.

Tuesday—Trip through Mrs. Ford's Rose Garden and a visit to Ford's Greenfield Village and the Ford Rotunda.

Luncheon—Dearborn Inn.

Speakers to be announced later. To date we have been most fortunate in securing speakers of national fame who have given us a real message.

Wednesday—Sight-seeing tour of Belle Isle, Shrine of the Little Flower, auto and drug factories, WWJ broadcasting station.

Round Table Discussion—Establishing Good Will Through the Personality of the Secretary.

With Officials.

With Parents.

With Children.

Discussed from the elementary, secondary and administrative angle.

Thursday Business Meeting with a view toward making plans and adopting a policy for the coming year.

Of course you will avail yourself of the worthwhile programs planned by the N.E.A. You will want to hear the prominent educators from all parts of the country and know what is new and vital in the field of education. Our daily work takes on a meaning when we keep alive and interested in what is going on about us. Here is your opportunity to know and hear these people whose names are so familiar.

I want to take this opportunity to thank Miss Spencer, President of the Detroit Secretaries' Association, and those associated with her for the splendid way they have helped us with the local arrangements. We are looking forward to meeting our co-workers in Detroit and sharing their city with them.

We can assure you that if you take no other vacation during the summer the memory of your Detroit trip will be completely satisfying from the standpoint of:

THE EDUCATIONAL VALUE—for you will tackle your work during the coming year with a fuller knowledge of the educational policies and a greater urge for service in your particular field;

THE HUMAN VALUE—for you will form new friendships and renew old ones with a view toward better understanding the problems and

duties of those in like positions in other parts of the country.

THE ECONOMIC VALUE—for by joining the group you can travel in far greater comfort at considerable less cost.

Come, join with us, in lending your efforts toward our growth and support.

BELLE KUEHNY



BELLE KUEHNY
Los Angeles, California
Recording Secretary—Chairman, Membership Committee

"The most manifold sign of wisdom is continued cheerfulness!"

Elected to present office June, 1936. From the time she attended the first meeting of the Association in Denver, she has been an enthusiastic promoter and organizer. Under her leadership California and especially Los Angeles became an active unit of the Association. Chairman, membership committee for this year. Her enthusiasm and guidance have brought the membership beyond the 1,000 mark. Organizer and charter member of Los Angeles Secretarial Association. Served as President three years and in 1934 was made President Emeritus. Served on committee that drew up Bill 999, Civil Service for Non-certified Employees. Worked for its passage by California State Legislature and its adoption by Los Angeles City Board of Education in 1935-36. Employed as secretary to Director of Instruction in Los Angeles City Schools.

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ELECTIONS

Notices have been sent to all members acquainting them with the vacancies occurring in the Executive Committee this year and requesting them to make their wishes known immediately to their state membership chairmen who are serving as a sub-committee of the Election Committee. Upon receipt of these names the Election Committee will give careful consideration to the qualifications of all candidates and prepare a ballot nominating two candidates for each office. Names of other candidates may be written in. The ballots will be mailed to all members by May 15th and must be marked and returned to the chairman by June 15. An announcement of the results of the election will be made at the annual meeting of the association to be held in Detroit, at which time the officers elected will be installed.

EVELYN KNOFF, *Chairman,*
Election Committee Board
of Education, San Antonio,
Texas.

SHE'S HIS SECRETARY

Does she dust off his desk
and pay all his bills?
Does she watch the clock daily
and time all his pills?
If she does—
She's his secretary.

Does she call his attention
to important meetings and dates?
Does she make good excuses
if he gets to them late?
If she does—
She's his secretary.

Does she take grocery orders
for his wife over the phone?
Does she remind him not to forget
to take the things home?
If she does—
She's his secretary.

Does she work hard all day
and expect a small raise?
Does she have to be satisfied
with just words of high praise?
If she does—
She's his secretary.

MARY ANN PREVITS,
Willson Junior High,
Cleveland, Ohio.

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DELEGATES—ON TO DETROIT!

Attention, all members of the National Association of School Secretaries! In less than two months' time the Detroit meeting of the National Association of School Secretaries will be history. Surely you want your state to be represented at this meeting; yet there are a number of State Chairmen who have not submitted the names of the two or three nominees as delegates as requested by your Committee on Delegates under date of March 17. These nominees were to have been in my hands on April 15. Remember that every state having a membership in the National Association of fifteen or more is entitled to a pro-rated share of the amount of money set aside by the National Treasury to help defray the expenses of one delegate from that state. Many groups have already sponsored money-making schemes to supplement this allotment from the National Treasury. How much money has your local or state association raised? The time is getting short.

While the National Treasury will help defray the expenses of only one delegate, there is, of course, no limit to the number of delegates a state may send. A party of three girls from the State of Oregon, for instance, already have their plans made to drive to Detroit. Let's all get together for the most enjoyable and most profitable meeting yet possible in the short history of our young but growing National Association.

EUNICE C. BOUNDS, *Chairman,
Committee on Delegates,
Board of Education, Wil-
mington, Delaware.*

ADVERTISING AND PUBLICITY

To the advertisers in the NATIONAL SECRETARY, the official organ of the National Association of School Secretaries, we are grateful for your cooperation, which, together with the invaluable leadership of Mrs. Helen Haycraft, editor of the NATIONAL SECRETARY, has made it possible for us to send this bulletin to over 1,200 school secretaries in forty-seven states of the United States. This association meets annually at time and

place of the National Education Association.

Since it is our purpose to make this bulletin as helpful as possible to the advertisers and the members of the National Association of School Secretaries, we welcome your suggestions and criticisms, at all times.

We ask the cooperation of the school secretaries in acquainting other school secretaries with our National Association and in accepting advertising orders from companies doing business with your respective Boards of Education. The NATIONAL SECRETARY is published three times a year—October, January and April. For the year 1937-38 the following rates, per issue, are quoted:

1. An entire page, outside back cover, $4\frac{1}{8}" \times 7\frac{1}{4}"$ —\$30.00
2. An entire page, $4\frac{1}{8}" \times 7\frac{1}{4}"$ —\$25.00
3. A half page, $4\frac{1}{8}" \times 3\frac{3}{4}"$ —\$15.00
4. A quarter page, $3\frac{3}{4}" \times 2\frac{3}{8}"$ —\$10.00

Special rates will be quoted for contracts of three issues.

Advertising orders may be sent to either M. Alvina Carroll, Board of Education, Franklin Administration Building, Washington, D. C., or Margaret V. Kernan, Board of Education, Municipal Building, Salem, New Jersey.

CONVENTION DATES ANNOUNCED

New Jersey School Secretaries

The New Jersey School Secretaries will meet in Atlantic City in November, 1937, at the time of the New Jersey State Teachers' Association Convention. Outstanding on the program will be Mrs. Mary G. Roebeling, President, Trenton Trust Company, and one of the Commissioners of the State Unemployment Department, whose topic will be "Women in Business."

Department of Superintendence, N.E.A.

It has just been announced that the mid-winter meeting of the Department of Superintendence will be held in Atlantic City, February 26, 27, 28, March 1, 2 and 3, 1938.

The Eastern States Convention of the National Association of School Secretaries will be held at the same time.

Listening In

We are proud of and pleased with the number of contributions which are being received for this column. It indicates a definite interest in the organization and a desire to have others know what your group is doing. Our magazine is the one concrete way in which every one may have an active part in the association and we want you to take advantage of it. If we can't print everything you send we'll do our best. Give us a chance.

FLORENCE STUBBS,
Exchange Editor.



Camden Clerical Association

On January 18, the Camden Clerical Association held a meeting at the Camden City Hall at which our national president, Miss Louise H. Henderson, was guest speaker and a number of school clerks and secretaries from nearby towns were guests of the association. Miss Inez Garrison, President of the Camden group, entertained officers of the local and national at dinner at the Hotel Walt Whitman preceding the meeting. This group included Louise H. Henderson, Lena D. Ellinger, Harriet B. Kunkle, Eunice Bounds and Margaret V. Kernan of the national, and Sylvia Weinstein, president; Frances Allen, vice-president; Doris Platt, secretary, and Hattie Snyder, treasurer of the local.



Cler-K Club

HAMTRAMCK, MICHIGAN

A new group which is welcomed to our midst. This club has been in operation since September, 1933, and was organized for social activity and cooperation among its members which number about 70% of the school secretaries employed by the Board of Education.

The group meets monthly for a short business meeting followed by bridge or a social hour. In January the club celebrated with a dinner and theater party, going to the Cass Theater to see Ray Bolger and Tamara Geva in "On Your Toes." They report that they are very

much interested in the national organization and your editor should like to add to this that there is definite evidence of that fact in our membership files. Let us hear more from your.

IRENE WASZEWSKI



Clerks and Secretaries Association

DENVER, COLORADO

This is certainly something to be able to report and I know the group must be bursting with pride at the success of its undertaking.

On March 2, the Clerks and Secretaries Association held a bridge party and fashion show in the tea room of the Denver Dry Goods Company at which the members served as models and hostesses. Dainty refreshments were served and every one present—about 550 altogether—had a delightful evening. This party was given for the purpose of raising money to send a delegate to the Detroit convention and \$225 was cleared. Miss Hilda Rydell, president, headed the committee in charge which is receiving much deserved thanks and commendation for the success of the occasion. It was the first big affair to be sponsored by the group and is certainly encouragement to attempt even bigger and better things!

The annual spring luncheon to be held May 8 is being anticipated keenly as it is always a most enjoyable affair.



Colorado Springs, Colorado

The Colorado branch of the N.A.S.S. has spread to the south and a group of eight members has formed an organization in Colorado Springs for the purpose of meeting once a month to discuss problems arising in their work and keeping actively in touch with the national. The following were elected officers at the first meeting: Charlotte McDermon, president; Ann Frike, vice-president, and Lillian Ziman, secretary-treasurer.

Los Angeles Secretarial Association

The Los Angeles group sponsored the first California meeting of the National Association members which was a dinner held at the Elks Club in Los Angeles on the evening of January 9. Mrs. Belle Kuehny, National Recording Secretary and Membership Chairman, presided, greetings from local associations were extended by Mrs. Faye Bloomquist, president, Los Angeles Secretarial Association; Mrs. Henrietta Trafton, president, Long Beach Secretarial Association; Miss Doris Northup, president, Scriba Club of Pasadena; Miss Anne Kolz, representing The Administrative Office Employees of Los Angeles, and Mr. Archie Clifton, superintendent of schools of Los Angeles County spoke on "A Superintendent's Views of a School Secretary."

A group from the A Capella Choir of the University of California at Los Angeles sang four very beautiful numbers and Mr. Cameron Beck, director of the New York Stock Exchange Institute, was the speaker of the evening. Preceding and during the dinner a stringed trio of pupils from Hollywood High School played. Among the 116 present were representatives from El Monte, Glendale, Long Beach, Los Angeles, Pasadena and San Diego.

This sounds like a completely satisfactory and enjoyable affair and one which many other state groups could pattern from. May you have many more.

It was gathered from the News Letter that this group has again planned and executed a most successful Gateway Playhouse "evening". These have been mentioned previously in other bulletins. If it was given this time to raise money for delegates to Detroit I hope it was a tremendous occasion.

This group is certainly to be commended on the most interesting News Letters which are being published each month. They are in mimeographed form and most attractively edited. Our compliments to Thora L. Evans, secretary, Bell High School, who is the editor. If any one one would like any pointers I

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am sure Miss Evans would be glad to send them copies.

Bettye R. Wells, publicity chairman, reports that the Legislative Committee is endeavoring to make a study pertaining to state laws regarding tenure and retirement status of clerical employees. At the time she wrote returns were not complete but from the sixteen states replying the results are not encouraging. It looks as though there is plenty of work to be done along this line. We will be glad to hear the final word.

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San Diego Secretarial Association

In a roundabout way we hear that this new organization has been started in San Diego and is most progressive. They are recognized by the Board of Education, at whose meetings they are invited to have a representative, and by the Teachers' Association with whom they work. They are concentrating upon bettering the organization, adjusting salaries and working for a forty-hour week. They have dinner, business and social meetings and to date about a 75 per cent membership of all school secretaries. With such a send-off, they should be making history shortly. Don't forget to "tell the world."

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Baltimore, Maryland

On February 6 a luncheon meeting was called at the Woman's City Club in Baltimore for the purpose of organizing a Maryland unit of the National Association. This meeting, though small, was successful, very pleasant and accomplished its purpose. Several memberships were received that day and Estelle V. Baumgardner of Frederick was elected state membership chairman. She has since worked industriously and we now have a number of memberships from Maryland.

Louise Henderson and Margaret Kernan of the national were present at the luncheon as well as a group from the Clerical Assistants Association of Washington.

MARY ELIZABETH WARD.

The National Secretary

Massachusetts School Secretaries

Margaret Kernan, Publicity Chairman, who attended the Eastern Commercial Teachers' Association Convention in Boston during the Easter vacation, sends a message about the Massachusetts secretaries. She met a number of them through Miss Miriam L. Summers, president, and enjoyed so much being with them.

Four state meetings are held yearly in various locations of the state and in this way interest everywhere is gained and maintained. At the January meeting, held in Boston, there were 160 present. The April meeting was a luncheon one, held in Worcester, and Mr. Walter C. Young, superintendent of schools there, spoke on "The Secretary and Her School." They plan to work for the security and tenure afforded by civil service.

The Department of Education is planning a course for next fall in office methods and records in school administrative offices. This ambitious program was conceived by Mr. O'Keefe, Director of Educational Research and Statistics, to increase the efficiency of the secretary and, it is hoped, her earning capacity.

These state meetings have been enjoyed by all and while crammed with business to date it is planned for the coming year to include round table discussions. The association has entered the national as a state group.



BOEOEA

Minneapolis, Minnesota

This very progressive group reports that it will have a delegate to the Detroit convention in June, money having been voted for the expenses of the member so elected. Candidates for the honor have been selected and balloting is going on to make the final selection. In addition, there will be other members who are planning to attend at their own expense.

Judging from the monthly bulletins which we receive from the association, whose dignified name, in case you haven't figured it out, is Board of Education Office Employees Association, there is

always something going on of either a business or social nature. They have a splendidly set up organization with a printed Constitution and By-Laws and the monthly bulletins mentioned above are a credit to any group. Rose Boryczka, 305 City Hall, is editor and would, I am sure, be glad to help any enterprising local desirous of attempting such an issue. They are extremely clever and your editor has enjoyed receiving her copy immensely.



Portland Public School Secretaries' Association

The January 11 meeting, following this year's policy of having an outstanding speaker address each meeting, was honored to have Dr. Robert L. Sutherland of Bucknell University, who talked on "Women in Industry."

On January 29, a quickly planned banquet was held at the Congress Hotel in honor of Mr. Cameron Beck, Personnel Director of the New York Stock Exchange Institute. I am reporting this event verbatim since it is most interesting. "This was a most fortunate opportunity for us as the nationally known Mr. Beck, who is heralded as the 'unofficial good-will ambassador' for the National Secretaries Association, 'went places' with his remarks pertaining to the part secretaries play in the modern school system. He insisted upon more recognition of these 'forgotten women' and asked for more consideration of the versatile ability and quality of service demanded by our respective School Boards. Besides, he reassured us that merit is still behind the line of advancement in all business and implied us to throw ourselves fully into the job if we anticipated tasting the choicest fruits of the profession."

Special guests were the Superintendent of Schools, Mr. Charles A. Rice, and the Chairman of the School Board, Miss Jessie Short.

FLORENCE AVERY RICE.

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Cleveland School Clerks' Federation

The annual dinner of this group will be held the latter part of May with clerks from headquarters in Cleveland and surrounding suburbs invited to attend.

A number of members are planning to attend the Detroit convention and arrangements have been effected with the Board of Education to grant leaves of absence for the clerks attending so that there will be no salary reductions involved. A very generous school board!

MARGARET SCHNELER.

⊗

Cleveland Heights Secretaries' Association

This is a newly organized group which held its first dinner meeting on February 23. The association boasts of practically 100 per cent membership. Its officers are Dorothy Baer, Chairman; Isabelle Howard, Vice Chairman, and Thelma Johnson, Secretary-Treasurer. Gertude Kaufman heads the program committee.

GERTRUDE KAUFMAN.

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Lakewood School Secretaries' Association

The annual dinner March 1, held at Kaases Restaurant, was very successful and the Lakewood School Secretaries all enjoyed themselves immensely.

GRACE E. LUMAN.

⊗

School Secretaries Association of Philadelphia

This Association is very happy to report that not only were they able, after a tremendous amount of work on the part of several of its members, to have themselves included in the tenure of office bill which was presented to the State Legislature but that the Governor has just signed this bill and the school secretaries are now assured the security which this tenure bill provides. This is a big step in the advancement of bettering working conditions and one of

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which the organization may well be proud. Such constructive legislation always requires much effort on the part of some few but is a very worthwhile achievement in the end.

Schoolmen's Week, which is set apart each year by the University of Pennsylvania, has just been completed. Five years ago the school secretaries were given a place on this program which is unique in the United States. Among the speakers for the school secretaries were Mr. Howard Wolf, Cashier of the Philadelphia National Bank; Mr. Cameron Beck, Director of the New York Stock Exchange Institute; Mr. Walter Biddle Saul, member of the Philadelphia Board of Education; Judge Rosen of the Juvenile Court, and members of the Department of Superintendence of the Philadelphia school system.

All members are looking forward to the annual spring luncheon which will be held May 8. This is always a delightful affair, held in the suburbs of Philadelphia and well attended.

A. MARGARET CRESSMAN.

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Wilmington Public Schools Clerical Association

The Association held a dinner at the Hob Tea Room on January 13, at which time the guests included members of the administrative staff of the Wilmington School system, Miss Margaret Kernan, chairman of publicity for the N.A.S.S., and Miss Florence Megginson, State Chairman of Membership for Delaware. There were also in attendance many secretaries from schools outside of Wilmington.

The program included vocal selections by Mrs. Anna Butler Good and recitations by Mrs. Pearl Satterfield.

This is a new group only organized in October, 1936. Its officers are Jenny Biddle, president; A. Bessie Jensen, vice president; Letitia Shakespeare, secretary; Mrs. Helen Kirkley, treasurer.

EUNICE BOUNDS.

The National Secretary

N.E.A. QUESTIONNAIRE

The questionnaire which was mentioned in the last issue of the bulletin is now an accomplished statement. It has been published by the Educational Research Service of the American Association of School Administrators and the Research Division of the National Education Association as Circular No. 4, April, 1937. This exhaustive and detailed study is titled "Administration of Clerical Service in City School Systems" and includes requirements for appointment, selection of clerks, contractual status, working periods and vacations, sick leave, retirement plans, basis for assignment of clerks to schools, salaries and salary schedules.

The information contained should be of great interest to the members of the association and well worth more than the cost of the publication to those to whom these bulletins are not available. The price is one dollar and the circular may

be obtained from the American Association of School Administrators, 1201 16th Street, Washington, D. C.

The Secretaries Association wishes to take this opportunity to again express its appreciation to the N.E.A. for this valuable service.

HARRIET KUNKLE



HARRIET KUNKLE
Philadelphia, Pennsylvania
National Treasurer

"There are those who, while their companions sleep, sail on and upward in the night."

Treasurer—Harriet Kunkle, Philadelphia, Pennsylvania. Elected to office at organization meeting in Washington in July, 1934. Elected in July, 1935, for one year. Reelected, July, 1936, for two years. Has managed the funds of the Association with great care and precision. As one of the charter members she has been a firm booster for the Association. Representative in the Philadelphia Secretaries Association. Employed as secretary in the Audenried Junior High School.

Have You Forgotten?

Check up and make sure you have paid your dues for 1936-37. I am sure you want the Bulletin, which will stop with this issue unless you are in good standing. Remind your neighbor and associate. Bring in a new member.

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To All Delinquent Members

Feeling that all persons whose membership expired on or before the first of April will want to renew their membership and knowing the *National Secretary* contains material of vital interest to you we are mailing you this issue with the hope that you will fill in the form below and mail it either to your state chairman or to Miss Harriet Kunkle, National Treasurer, Audenried Junior High School, 33d & Tasker Streets, Philadelphia, IMMEDIATELY.

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